



Title: CONTROLLER

Hours: Full time, M-F, 9-5, with occasional evenings and weekends possible.

Reports to: President and CEO

Description: The Controller is responsible for overall financial, personnel and risk management activities of the Museum. S/he works as part of the Museum's leadership team and in cooperation with the Board of Port Wardens to ensure the financial health of the organization.

Qualifications:

- Minimum of BS in Finance or Accounting.
- Five years or more of progressive experience in accounting and Business Office procedures.
- High degree of computer literacy is essential.
- Experience should include non-profit accounting, human resource administration, employee benefit plans, grant reporting, audit requirements and risk management.

Duties:

- Responsible for management of all the financial records and reportings of the Museum including financial forecasts, coordination of the budget and audit processes.
- Manages all personnel and human resource related issues, including oversight of payroll, management of salary and fringe benefits plans.
- Responsible for keeping museum up-to-date on all labor issues, practices and laws.
- Develops policies, systems and procedures pertaining to finance and personnel management.
- Manages the Museum's commercial insurance policies and reviews contracts and other legal matters.
- Financial:
 - Coordinates the preparation of the annual budget and year-end projections. Tracks departmental budget variances and works with department managers regarding any negative variances.
 - Reviews financial reports as prepared by Accountant. Prepares financial forecasts and special grant reporting as necessary.
 - Authorizes check payments for vendors and payroll. Monitors cash flow and forecasts upcoming cash needs. Coordinates endowment transfers with the custodian as necessary.
 - Maintains internal control systems throughout the Museum.
 - Organizes annual financial audit with outside accounting firm. Arranges for special audits as required by granting organizations and federal or state governments.

- Human Resources:
 - Acts as Plan Administrator for Museum's 401(k) plan. Manages eligibility requirements and coordinates communications to enrollees. Reviews and approves all paperwork for enrollments, employee loans, withdrawals and repayments.
 - Manages all benefit plan contracts. Reviews plan for improvements and cost/benefit of changes on a yearly basis. Coordinates yearly Open Enrollment meetings and ensures all employees are informed of available benefits.

- Risk Management: Manages the Museum's commercial insurance policies including liability, fine arts, marine, building and workers' compensation. Reviews coverage and cost on a yearly basis. Manage and maintain Museum's liquor license while compiling with local and state regulations.

- Tax Filing: Arranges to have all necessary tax returns and registrations filed in accordance with the IRS, federal, state and other regulatory agencies.

To apply:

Send a brief cover letter and your resume in an e-mail to Timothy McGrath, member Independence Seaport Museum Board of Port Wardens at tim@healthandsciencecenter.com. No phone calls.

Independence Seaport Museum deepens the appreciation, understanding and experience of the Philadelphia region's waterways through history, science, art and community. For more information, please visit phillyseaport.org.

Location: Independence Seaport Museum, 211 S. Columbus Blvd., Philadelphia, PA 19106. The Museum is easily accessible by public transportation and nearby parking.

Independence Seaport Museum is an equal opportunity employer committed to diversity in its visitors, board and staff. The museum does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, age, disability, veteran status or any other legally protected class status. People demonstrating a commitment to diversity and multiculturalism in education are encouraged to apply.